



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL, G-1
U. S. ARMY CIVILIAN HUMAN RESOURCES AGENCY
FAR EAST REGION, AREA IV CPAC
UNIT # 15746 APO AP 96218-5746



FAR EAST REGION (FER) Summer Hire Program Vacancy Announcement
Area IV CPAC

***** AMENDMENT: This announcement is being amended as follows: *****

Children of DoD invited contractors, Red Cross and of the USO are eligible to participate in the Summer Hire Program.

****DUE TO FUNDING RESTRICTIONS AVAILABLE POSITIONS MAY BE LIMITED****

ANNOUNCEMENT #: Area IV CPAC-Daegu SH 2016

OPENING DATE: 20 April 2016
CLOSING DATE: 13 May 2016

Applications will not be accepted after the closing date of the announcement **EXCEPT** for newly assigned personnel who PCS into the Peninsula on/after the closing date of the announcement. Please review "HOW TO APPLY" for required forms and documents.

SELECTIONS: Notification of selection will be made directly to each student or sponsor by telephone or e-mail.

POSITION TITLE, SERIES AND GRADE: General Helper, AD-3501-00. Positions include clerical and labor, non-hazardous, work.

SALARY: \$6.00 per hour, subject to change.

DUTY STATION: Multiple locations in Area IV to include Camps Henry, Walker, and Carroll

Students will be responsible for arranging their own transportation and will only be placed within the commuting distance of the sponsor's duty location.

CONDITIONS OF EMPLOYMENT:

Federal Law requires ALL STUDENTS TO HAVE A VALID SOCIAL SECURITY NUMBER. If you do not have a social security number, you may not work. Students are required to have their paychecks electronically submitted (EFT'd) to a U.S. bank of their choice. No changes to student assignments will be permitted. All students selected for 2016 Summer Hire Program must meet minimum age requirements on the day of appointment. College bound or College students must provide required documentation with their application. See "HOW TO APPLY."

SESSION DATES: 27 June – 23 July and 25 July – 20 August for High School Students
27 June – 20 August for College Students

NOTE: If you are not able to work throughout the entire session, you will be able to resign on an earlier date. This needs to be coordinated with the manager to which you are assigned.

ELIGIBILITY AND AREA OF CONSIDERATION: Applications will be accepted from eligible U.S. Citizen family members of DOD sponsors:

1. Unmarried Children, step children, adopted children, and children under legal guardianship of a DOD sponsor, age 14-22 years of age, enrolled in school on a full-time basis, and in good standing academically. ***
2. The dependent MUST reside with the sponsor in the respective area except for those dependents attending a college or university in the United States.
3. Home Schooling: Student applicants who are Home Schooled must obtain certification from the Department of Defense Dependents Schools (DoDDS) prior to Entrance on Duty (EOD).
4. All students must be eligible for SOFA support.

***** Students who are not assigned to the overseas area with their sponsor and who are “visiting” for the summer are not eligible to participate in the Summer Hire Program**

DoD SPONSORS INCLUDE: Active Duty Military, DoD Federal Civilian, NAF (MWR, DHL, AAFES) Civilian, Other U.S. Federal Government Agencies (Embassy, VA, etc.).

SELECTION PROCESS:

A lottery format will be used if there are not enough positions for all students to be placed. A random number (2 digit) will be chosen as the lottery number for priority job offers. The random number will be used against the last two digits of the social security number for selection. (Example: random digit = 32; all students with last two digits of social security number ending with 32 will be first offered a position, then students with last two digits of 33 will be offered a position, etc.) Students will receive their assignments via e-mail/phone call once placements are made. Changes in work assignments will not be permitted.

HOW TO APPLY:

Students must indicate their availability for clerical or labor positions. High School and Middle School students must be attending a DoDDs school in Korea. High School students graduating in June 2016, in order to be considered a full-time student, High School students graduating in June 2016 must be enrolled in College for Fall 2016 and submit the same supporting documentation required of College students. Students who have been accepted to college but were not in school in Spring 2016 may not participate in the Summer Hire Program. College Students must provide a copy of their Fall 2016 class registration or a letter from the school registrar indicating full time registration for Fall 2016. Report cards or Spring 2016 class registration will not be accepted. College students who fail to submit required certification with their application may not work in the Summer Hire Program. Students in a home schooling program must be approved/certified by DODDs. All students, regardless of age, must have their sponsor/parent's permission to work.

Applications may **NOT** be sent electronically, via e-mail or faxed. Applications **MUST** be submitted in person at CPAC building.

The Family Member Youth Employment Application is available online by visiting - <https://wu.acpol.army.mil/fer/>. From the CHRA Far East Region home page, select the Area IV (USAG Henry) link in the 'About Us' section. On the Area IV page, select Summer Hires and then Application Forms.

REQUIRED FORMS/DOCUMENTS:

- Family Member Youth Employment Application
- Copy of Sponsor's orders/Command Sponsorship Letter/Letter of Employment
- College Students/Graduating High School Students: Fall 2016 registration or current letter from school registrar
- Social Security Card or parent tax return to verify social security number

ADDITIONAL INFORMATION:

1. Incomplete applications, applications with missing forms and signatures, will not be accepted. Completed Applications must be received by 1700 hours on Friday, 13 May 2016 at the CPAC building #1621, Camp Henry, and in person. No drop off box is available nor accepted.
2. Federal Law requires that all Federal employees have a Social Security Number (SSN) to work. The Social Security Card or parent tax return is the only acceptable documents. Dependent ID card is not acceptable as proof of SSN.
3. Applicants / Sponsors will not be permitted to copy documents at the Civilian Personnel Advisory Center (CPAC). Upon selection as a Summer Hire student, the applicant will receive an invitation via email to Onboarding Manager. Applicants are required to log into the system within 72 hours of receiving the email and complete all required in-processing paperwork. If this electronic paperwork is not completed prior to the start date of the Summer Hire Program, the applicant will not be able to participate in the Summer Hire Program.
4. Department of the Army is an equal opportunity employer.
5. Additional information on the Summer Hire Program, i.e., announcement, application forms, program information, etc., are posted our web site at: <https://wu.acpol.army.mil/fer/cpac/area4/area4cpac.htm>